

**REPORT OF THE AUDIT OF THE
HICKMAN COUNTY
SHERIFF'S SETTLEMENT - 2014 TAXES**

**For The Period
April 16, 2014 Through April 15, 2015**



**MIKE HARMON
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EXECUTIVE SUMMARY

**AUDIT OF THE
HICKMAN COUNTY
SHERIFF'S SETTLEMENT - 2014 TAXES**

**For The Period
April 16, 2014 Through April 15, 2015**

The Auditor of Public Accounts has completed the audit of the Sheriff's Settlement - 2014 Taxes for the Hickman County Sheriff for the period April 16, 2014 through April 15, 2015. We have issued an unmodified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected 2014 taxes of \$2,371,490 for the districts, retaining commissions of \$95,762 to operate the Sheriff's office. The Sheriff distributed 2014 taxes of \$2,269,380 to the districts. Taxes of \$15 are due to the districts from the Sheriff and refunds of \$674 are due to the Sheriff from the taxing districts.

Report Comments:

2014-001 The Sheriff's Office Lacks Adequate Segregation Of Duties Over Tax Collections
2014-002 The Sheriff Did Not Properly Settle 2013 Tax Collections Which Resulted In A Deficit
2014-003 The Sheriff's Approved Tax Settlement For Tax Year 2014 Was Incomplete

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities.

CONTENTS

PAGE

| | |
|--|----|
| INDEPENDENT AUDITOR'S REPORT | 1 |
| SHERIFF'S SETTLEMENT - 2014 TAXES | 4 |
| NOTES TO FINANCIAL STATEMENT | 6 |
| REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i> | 11 |
| COMMENTS AND RECOMMENDATIONS | 15 |



MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Matthew G. Bevin, Governor
William M. Landrum III, Secretary
Finance and Administration Cabinet
Honorable Kenny Wilson, Hickman County Judge/Executive
Honorable Mark Green, Hickman County Sheriff
Members of the Hickman County Fiscal Court

Independent Auditor's Report

Report on the Financial Statement

We have audited the Hickman County Sheriff's Settlement - 2014 Taxes for the period April 16, 2014 through April 15, 2015 - Regulatory Basis, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Audit Guide for Sheriff's Tax Settlements* issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.



To the People of Kentucky
Honorable Matthew G. Bevin, Governor
William M. Landrum III, Secretary
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Auditor's Responsibility (Continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statement, the financial statement is prepared by the County Sheriff on the basis of the accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the County Sheriff, as of April 15, 2015, or changes in financial position or cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the taxes charged, credited, and paid for the period April 16, 2014 through April 15, 2015 of the Hickman County Sheriff, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky as described in Note 1.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 06, 2016 on our consideration of the Hickman County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Hickman County Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hickman County Sheriff's internal control over financial reporting and compliance.

To the People of Kentucky

Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

Honorable Kenny Wilson, Hickman County Judge/Executive

Honorable Mark Green, Hickman County Sheriff

Members of the Hickman County Fiscal Court

Other Reporting Required by *Government Auditing Standards* (Continued)

Based on the results of our audit, we have presented the accompanying comments and recommendations, included herein, which discusses the following report comments:

- 2014-001 The Sheriff's Office Lacks Adequate Segregation Of Duties Over Tax Collections
- 2014-002 The Sheriff Did Not Properly Settle 2013 Tax Collections Which Resulted In A Deficit
- 2014-003 The Sheriff's Approved Tax Settlement For Tax Year 2014 Was Incomplete

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mike Harmon', with a stylized flourish at the end.

Mike Harmon
Auditor of Public Accounts

April 6, 2016

HICKMAN COUNTY
MARK GREEN, SHERIFF
SHERIFF'S SETTLEMENT - 2014 TAXES

For The Period April 16, 2014 Through April 15, 2015

| <u>Charges</u> | <u>County Taxes</u> | <u>Special Taxing Districts</u> | <u>School Taxes</u> | <u>State Taxes</u> |
|---|---------------------|-------------------------------------|---------------------|--------------------|
| Real Estate | \$ 256,669 | \$ 248,431 | \$ 935,492 | \$ 206,011 |
| Tangible Personal Property | 28,042 | 31,563 | 136,276 | 59,429 |
| Fire Protection | 539 | | | |
| Franchise Taxes | 145,586 | 112,256 | 586,264 | |
| Clay Taxes | 9 | 6 | 31 | 7 |
| Penalties | 1,534 | 1,487 | 5,598 | 1,244 |
| Adjusted to Sheriff's Receipt | 2 | (1) | 1 | 7 |
| Gross Chargeable to Sheriff | <u>432,381</u> | <u>393,742</u> | <u>1,663,662</u> | <u>266,698</u> |
| <u>Credits</u> | | | | |
| Exonerations | 1,764 | 1,639 | 6,431 | 1,416 |
| Discounts | 4,419 | 4,373 | 16,706 | 4,251 |
| Delinquents: | | | | |
| Real Estate | 2,852 | 3,115 | 10,387 | 2,287 |
| Tangible Personal Property | 32 | 26 | 155 | 121 |
| Franchise Taxes | <u>57,275</u> | <u>41,975</u> | <u>225,769</u> | |
| Total Credits | <u>66,342</u> | <u>51,128</u> | <u>259,448</u> | <u>8,075</u> |
| Taxes Collected | 366,039 | 342,614 | 1,404,214 | 258,623 |
| Less: Commissions * | <u>15,557</u> | <u>13,045</u> | <u>56,169</u> | <u>10,991</u> |
| Taxes Due | 350,482 | 329,569 | 1,348,045 | 247,632 |
| Taxes Paid | 349,612 | 328,744 | 1,344,745 | 246,279 |
| Refunds (Current and Prior Year) | <u>944</u> | <u>900</u> | <u>3,652</u> | <u>1,511</u> |
| Due District or (Refunds Due Sheriff) as of Completion of Audit | <u>\$ (74)</u> | <u>\$ (75)</u> | <u>\$ (352)</u> | <u>\$ (158)</u> |

**

* and ** See next page.

The accompanying notes are an integral part of this financial statement.

HICKMAN COUNTY
 MARK GREEN, SHERIFF
 SHERIFF'S SETTLEMENT - 2014 TAXES
 For The Period April 16, 2014 Through April 15, 2015
 (Continued)

* Commissions:

| | | |
|----------|----|-----------|
| 4.25% on | \$ | 920,622 |
| 4% on | \$ | 1,404,214 |
| 1% on | \$ | 46,654 |

** Special Taxing Districts:

| | | |
|--------------------|----|-------|
| Health District | \$ | (22) |
| Extension District | | (48) |
| Soil Conservation | | (3) |
| Columbus Fire | | (4) |
| Clinton Fire | | (13) |
| Obion Creek | | 15 |
| | | <hr/> |

| | | |
|-----------------------|----|-------------|
| Due District or | | |
| (Refunds Due Sheriff) | \$ | <u>(75)</u> |

HICKMAN COUNTY
NOTES TO FINANCIAL STATEMENT

April 15, 2015

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a special purpose framework. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Hickman County Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the Sheriff's deposits may not be returned. The Hickman County Sheriff does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of April 15, 2015, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

HICKMAN COUNTY
NOTES TO FINANCIAL STATEMENT
April 15, 2015
(Continued)

Note 3. Tax Collection Period

A. Property Taxes

The real and personal property tax assessments were levied as of January 1, 2014. Property taxes were billed to finance governmental services for the fiscal year ended June 30, 2015. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 10, 2014 through April 15, 2015.

B. Clay Property Taxes

The clay property tax assessments were levied as of January 1, 2014. Property taxes are billed to finance governmental services for the fiscal year ended June 30, 2015. Liens are effective when the tax bills become delinquent. The collection period for these assessments was December 10, 2014 through April 15, 2015.

Note 4. Interest Income

The Hickman County Sheriff earned \$140 as interest income on 2014 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder was used to operate the Sheriff's office. As of April 6, 2016, the Sheriff owed \$12 in interest to the school district and \$6 in interest to his fee account.

Note 5. Sheriff's 10% Add-On Fee

The Hickman County Sheriff collected \$8,092 of 10% add-on fees allowed by KRS 134.119(7). This amount was used to operate the Sheriff's office. As of April 6, 2016, the Sheriff owed \$18 in 10% add-on fees to his fee account.

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*



MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Kenny Wilson, Hickman County Judge/Executive
Honorable Mark Green, Hickman County Sheriff
Members of the Hickman County Fiscal Court

Report On Internal Control Over Financial Reporting And On
Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With *Government Auditing Standards*

Independent Auditor's Report

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Hickman County Sheriff's Settlement - 2014 Taxes for the period April 16, 2014 through April 15, 2015 - Regulatory Basis and the related notes to the financial statement and have issued our report thereon dated April 6, 2016. The County Sheriff's financial statement is prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a special purpose framework.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Hickman County Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Hickman County Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Hickman County Sheriff's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying comments and recommendations, we identified a certain deficiency in internal control that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying comments and recommendations as item 2014-001 to be a material weakness.



Report On Internal Control Over Financial Reporting And On
Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With *Government Auditing Standards*
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Hickman County Sheriff's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying comments and recommendations as items 2014-002 and 2014-003.

Sheriff's Responses to Findings

The Hickman County Sheriff's responses to the findings identified in our audit are described in the accompanying comments and recommendations. The Sheriff's responses were not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Harmon", with a long horizontal flourish extending to the right.

Mike Harmon
Auditor of Public Accounts

April 6, 2016

COMMENTS AND RECOMMENDATIONS

HICKMAN COUNTY
MARK GREEN, SHERIFF
COMMENTS AND RECOMMENDATIONS

For The Period April 16, 2014 Through April 15, 2015

INTERNAL CONTROL - MATERIAL WEAKNESS:

2014-001 The Sheriff's Office Lacks Adequate Segregation Of Duties Over Tax Collections

A review of internal controls at the Hickman County Sheriff's Office revealed an inadequate segregation of duties over tax collections. This material weakness is present because one employee's duties include processing tax payments, preparing daily deposits, recording tax transactions, preparing monthly tax reports, disbursing monthly tax distributions, and completing monthly bank reconciliations with little to no oversight.

Good internal controls dictate that certain accounting functions should be performed by several different employees to provide reasonable assurance the financial activity is properly accounted for and accurately reported. By not properly segregating the accounting functions to account for tax collections, public funds are at risk of being misappropriated or inaccurately reported.

In order to achieve a proper segregation of duties, the Sheriff should assign different employees to be responsible for preparing daily deposits, disbursing tax collections, recording tax transactions, and monthly bank reconciliations. If it is not feasible to segregate these duties, the Sheriff should implement compensating controls such as a) comparing bank deposits to the daily collection reports, b) reviewing monthly bank reconciliations, and c) comparing monthly franchise tax reports to bank deposits and tax payments. All compensating duties performed should be documented with the date and initials for the employee performing the review.

Sheriff's Response: We have definitely improved in this over the past years. I have myself and two other persons over seeing the daily reports, deposits, etc.

STATE LAWS AND REGULATIONS:

2014-002 The Sheriff Did Not Properly Settle 2013 Tax Collections Which Resulted In A Deficit

The Hickman County Sheriff used 2014 tax collections to cover a shortage in the 2013 tax year. It is not appropriate to use funds from one year to cover a shortage in a previous year. Instead, the Sheriff should have eliminated the deficit in his 2013 tax account by depositing personal funds of \$193 into the 2013 tax account to cover amounts due districts. As a result, the taxing districts were overpaid taxes during tax year 2014 and are still owed taxes from the tax year 2013. KRS 134.192 requires the sheriff's annual settlement be audited and that the sheriff shall annually settle his/her accounts with the entities for which the sheriff collects taxes. The Sheriff's office was not aware it was inappropriate to make adjustments for amounts due districts on current year's collections. In order to properly settle the 2013 tax year, we recommend the Sheriff deposit personal funds of \$193 into his official tax account and distribute the remaining taxes due to the taxing districts for tax year 2013.

Sheriff's Response: To my knowledge I was not told this took place. I was unaware that this had took place until now. This had not properly been brought to my attention by bookkeeping, possibility due to having to be on medical leave. The situation will be taken care of and the districts due will be repaid."

HICKMAN COUNTY
MARK GREEN, SHERIFF
COMMENTS AND RECOMMENDATIONS
For The Period April 16, 2014 Through April 15, 2015
(Continued)

STATE LAWS AND REGULATIONS (CONTINUED):

2014-003 The Sheriff's Approved Tax Settlement For Tax Year 2014 Was Incomplete

The Hickman County Sheriff's approved tax settlement for tax year 2014 did not report any franchise tax collections, amounts for exoneration increases/decreases, or delinquent real estate/tangible taxes. It also omitted taxes paid to districts and refunds issued. As a result, material adjustments are required to the sheriff's approved tax settlement for tax year 2014. KRS 134.192(5) states, "The report of the state and local settlement shall be filed in the county clerk's office and approved by the governing body of the county no later than September 1 of each year. The settlement shall show the amount of ad valorem tax collected for the county, the school district, and all taxing districts, and an itemized statement of the money disbursed to or on behalf of the county, the school district, and all taxing districts." At the time the settlement was due, the Sheriff's bookkeeper was unavailable. The Sheriff was not aware that the bookkeeper had prepared a settlement for tax year 2014 and so he presented what he had printed from the computer system. We recommend that in the future the Sheriff prepare a complete tax settlement as required.

Sheriff's Response: My auditor brought this to my attention, this was an oversight due to a personnel shortage due to an unforeseen illness. The paperwork that I turned in to the Fiscal Court was typed out in a legible, neat manner. The paperwork that was to have been turned in was hand written and did not appear at the time to have been what I consider to have been professionally done. To fix this problem we now complete all forms on Quickbooks and are done in a timely, professional manner.

